



## APPLICATION/PERMIT TO INSTALL ACCESS DRIVEWAY TO A TOWN ROAD

Town of Ledgeview  
Municipal Building  
3700 Dickinson Road  
De Pere, WI 54115

The undersigned and designated applicant requests permission to construct the driveway(s) hereinafter described on Town right-of-way, and, in consideration of being granted permission, as evidenced by the approval of the authorized representative of the Town, binds and obligates himself to construct the driveway(s) in accordance with the description contained herein and sketches, if any, attached hereto, and to abide by the general requirements and location design and construction requirements set forth on this and the reverse side of this form.

Town Road \_\_\_\_\_

Location \_\_\_\_\_

Located on north, south, east, west side of the town road (circle one).

### GENERAL REQUIREMENT AND RESTRICTIONS

1. The applicant represents all parties in interest, and that any driveway or approach constructed is for the bonafide purpose of securing access to the property and not for the purpose of parking or servicing vehicles, or for advertising, storage or merchandising of goods on the town road right-of-way.
2. The permittee shall furnish all materials, do all work, and pay all costs in connection with the construction and maintenance of the driveway and its appurtenances on the right-of-way. Materials used and type and character of work shall be suitable and appropriate for its intended purpose, and the type of construction shall be as designated and subject to approval of the Town of Ledgeview. The permittee shall make the installation without jeopardy to or interference with traffic using the town road. Town road surfaces, shoulders, ditches and vegetation disturbed shall be restored to equivalent or original condition by the permittee.
3. No revisions or additions shall be made to the driveway or its appurtenances on the right-of-way without the written permission of the Town of Ledgeview.
4. The Town of Ledgeview reserves the right to make such changes, additions and relocations within statutory limits on the right-of-way as may at any time be considered necessary to permit the relocation, widening and maintaining of the town road, or to provide proper protection to life and property on the town road.
5. The applicant, his successors or assigns, agrees to hold the Town of Ledgeview, its agents and employees, harmless against any action for personal injury or property damage sustained by reason or exercise of this permit.
6. The surface of the driveway connecting with rural type town road sections shall slope down and away from the town road shoulder a sufficient amount and distance to preclude ordinary surface water drainage from the driveway area flowing onto the town road. The driveway shall not obstruct or impair drainage in town road side ditches or road side areas. Driveway culverts, where necessary, shall be adequate for surface water drainage along the town road and in no case less than the equivalent of 18-inch diameter pipe in new or like new condition by 30 feet in length minimum. Diameter to be determined by Town representative or hydraulic study if deemed necessary by the Town representative. The length of the pipe shall be determined by owner according to the attached details for rural driveways. Pipe material shall be either corrugated metal or concrete.
7. No non-commercial driveway or combination of driveways shall be a width of less than 16 feet nor greater than 30 feet measured at right angles to the centerline of the driveway, no commercial driveway shall have a width less than 16 feet nor greater than 35 feet measured at right angles to the centerline of the driveway. On a typical curb cut section, use the measured opening of the driveway at right-of-way line or if sidewalk is to be placed use the sidewalk line plus a 3-foot flair (maximum) on each end of the driveway at the gutter line.
8. The Town of Ledgeview does not assume any responsibility for the removal or clearance of snow, ice or sleet, or the opening of windrows of such material, upon any portion of any driveway or entrance along any town road, even though snow, ice or sleet is deposited or windrows of said driveway or entrance at the time engaged in normal winter maintenance operations.
9. That the construction operation contemplated under the terms of this permit shall conform to all requirements for the specific class of work as may be set forth in the Wisconsin Statutes and to the regulations imposed by all legally empowered commission boards, or individuals having jurisdiction therein.

10. Driveway side slopes shall be of earth material only. No concrete, stone or bituminous side slopes shall be constructed. End walls are required. The slope of the walls shall not be steeper than a 3:1 slope and the elevation of the walls shall not protrude above the grade of the driveway.
11. Rural driveways may be gravel, asphalt or concrete. For all new driveways, concrete cannot be used in the Town right-of-way. For existing, driveways, if concrete is used in the Town right-of-way and the Town needs to remove the concrete for any reason, the concrete shall be replaced with asphalt.
12. A driveway shall be located and restricted as to width as necessary so that the entire driveway and its appurtenances are contained within the frontage along the town road of the property served. At public town road intersections, a driveway shall not provide direct ingress or egress to or from the public town road intersection area and shall not encroach on or occupy areas of the town road or right-of-way deemed necessary for effective traffic control or for town road signs or signals (urban driveways shall be 75 feet from intersection – intersection and rural driveways shall be 125 feet from intersection – intersection). A driveway shall be so located and constructed that vehicles approaching or using it will have adequate sight distance in both directions along the town road.
13. The number of driveways permitted serving a single property frontage along a town road shall be the minimum deemed necessary by the Town of Ledgeview for reasonable service to the property without undue impairment of safety, convenience, and utility of the town road.
14. All culverts must be approved by the Town of Ledgeview.
15. The Town of Ledgeview reserves the right to correct any deficiencies that have not been addressed and shall charge all associated costs to the owner/applicant.
16. Any change in land use which would generate greater traffic volume would nullify this agreement for access and a new application must be submitted.
17. This permit expires one year from the date of approval.
18. If a used pipe is to be used it must be inspected by the Town of Ledgeview.
19. Soil on driveway slopes shall be permanently stabilized within 9 months of installation. Interim erosion control shall be according to Town Erosion Control Ordinance.
- 20.

Number of driveways \_\_\_\_\_

Width of top of driveway \_\_\_\_\_ feet

Driveway types

Driveway surface

Proposed land use

rural (culvert)

gravel

residential

urban

asphalt

farm

existing driveway extension

concrete (urban req'd)

commercial \_\_\_\_\_

field entrance

permanent driveway

corrugated metal culvert pipe (CMCP)

temporary driveway

concrete pipe

Expiration date \_\_\_\_\_, 20\_\_\_\_  
(driveway must be removed by above date)

Please set out a stake, flag or some other identifying marker on the center of proposed installation. A diagram may be attached to this application.

The work proposed under this permit will be completed by \_\_\_\_\_ 20\_\_\_\_.

NOTE: Diameter of culvert pipe or hydraulic study if necessary to be determined by Town of Ledgeview representative if necessary by Town representative. Applicant is responsible for all costs for fees and study.

\_\_\_\_\_ Length \_\_\_\_\_ diameter of culvert pipe required

Hydraulic study required

Yes  No

SPECIAL REQUIREMENT AND/OR RESTRICTIONS \_\_\_\_\_

\_\_\_\_\_

This application and terms and conditions of proposed permit agreed to by:

Property Owner: \_\_\_\_\_

Agent/owner: \_\_\_\_\_

Print name: \_\_\_\_\_

Print name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Posted speed limit \_\_\_\_\_ MPH